



U.S. Department of Agriculture
Personnel Security Bulletin #12-01
Subject: End of Year Forms Processing –
Action Due Prior to September 17, 2012

United States
Department of
Agriculture

Office of the
Assistant
Secretary
For Administration

Office of
Homeland Security
and Emergency
Coordination

Personnel and
Document Security
Division
Mail Stop 5050

1400
Independence
Avenue SW

Washington, DC
20250-5050

Issue:

Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by the Personnel and Document Security Division (PDSD) and received by the U.S. Office of Personnel Management (OPM) by under the current year's funding.

Date Issued:

August 30, 2012

Effective Date:

August 30, 2012

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession:

None.

Procedure:

Background investigation requests under FY12 funding must be received by PDSD **no later than Monday, September 17, 2012** to ensure processing to OPM before September 30, 2012.

All requests must be submitted with the required attachments, along with properly completed security forms, to ensure prompt processing by PDSD. Incomplete packets will be returned to the submitting agency to resubmit in FY13.

This deadline does not apply to requests that do not require funding, such as reciprocity actions.

To request an exception to submit forms passed September 17th on a high priority case, please email Brodrick Wilcox, Chief of Personnel Security, at Brodrick.wilcox@dm.usda.gov.

Further Information:

For further information, please contact PDSD at 202-720-7373.